Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

DISCIPLINARY BOARD
FINDINGS AND RECOMMENDATIONS

TO: SHERIFF TIMOTHY R. SOIGNET
FROM: T.P.S.O. Disciplinary Board
REF TO: Michael Navarre
DATE: 08/02/2023

FINDINGS

On, August 2, 2023, the Terrebonne Parish Sheriff's Office Disciplinary Board convened on the above mentioned employee on the following allegation(s):

1- 2.04-1.11- Conduct Unbecoming

2- 2.04-3.1- Respect for Fellow Officers & Employees

3- 2.04-3.4- Cooperating With Other Agencies

4- 3.10- Workplace Harassment

5- 2.04-2.3- Truthfulness

The board reviewed the allegation(s) on the above named Deputy for the violation on the Sheriff's Office Policy and Procedure Manual as mentioned above. It is the opinion on the disciplinary board that the above named Deputy DID violate the below mentioned policies or procedures of the Terrebonne Parish Sheriff's Office.

1- 2.04-1.11 Conduct unbecoming
2- 2.04-3.1 Respect for Fellow office
3- 3.10 workplace Harrasment
4-
5-

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

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Phone: (985) 876-2500
Fax: (985) 857-0274

RECOMMENDATION

Termination: _____

Suspension: _____ Begin: _____ End: _____

Disciplinary Letter: _____ By Sheriff: _____ Supervisor: _____

Verbal Reprimand: _____ By Board: _____ Supervision: _____

Transfer: _____ From: _____

To: _____

Payment of Deductible for at Fault Accident: _____

No Action Taken (Complaint Not Sustained/Unfounded): _____

Other Action Suggested: ✓

Demote from Lt. to Agent loose stiped to remain in 400 probational period restarted.

☐ The Disciplinary Board, in its recommendation for termination of the employment for the above named deputy feels that the deputy has or could in the future become a liability to the Sheriff's Office and in the violations of the policy and procedure manual, was not acting with the best interest of the Sheriff's Office, his own, or fellow employees' best interest in mind.

☐ The Disciplinary Board, in its recommendation for the suspension of employment for the above named deputy, feels that the deputy, even with the violation of policy and procedure, does not need termination at this point. The Disciplinary Board feels that although the Deputy may not have acted in the best interest of the Sheriff's Office or the other employees of the Sheriff's Office, that a suspension, for a period to be decided on by the Sheriff is the correct disciplinary action for said deputy and violation.

Disciplinary Review Board Members:

Sign _____ Sign _____ Sign _____

Capt Chris Cobb Capt Mitch Legendre

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

DISCIPLINARY BOARD
FINDINGS AND RECOMMENDATIONS

TO: SHERIFF TIMOTHY R. SOIGNET
FROM: T.P.S.O. Disciplinary Board
REF TO: Russell Madere
DATE: 08/02/2023

FINDINGS

On, August 2, 2023, the Terrebonne Parish Sheriff's Office Disciplinary Board convened on the above mentioned employee on the following allegation(s):

1- 2.04-1.11- Conduct Unbecoming

2- 2.04-3.1- Respect for Fellow Officers & Employees

3- 2.04-3.4- Cooperating With Other Agencies

4- 3.10- Workplace Harassment

5-

The board reviewed the allegation(s) on the above named Deputy for the violation on the Sheriff's Office Policy and Procedure Manual as mentioned above. It is the opinion on the disciplinary board that the above named Deputy DID violate the below mentioned policies or procedures of the Terrebonne Parish Sheriff's Office.

1- 2.04-1.11 Conduct Unbecoming
2- 2.04-3.1 Respect for Fellow Officer
3- 2.04 3.4 Cooperation w/ other Agency
4- 3.10 Workplace Harassment

5-

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

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Phone: (985) 876-2500
Fax: (985) 857-0274

RECOMMENDATION

Termination: _____

Suspension: _____ Begin: _____ End: _____

Disciplinary Letter: _____ By Sheriff: _____ Supervisor: _____

Verbal Reprimand: _____ By Board: _____ Supervision: _____

Transfer: ✓ From: _____

To: _____

Payment of Deductible for at Fault Accident: _____

No Action Taken (Complaint Not Sustained/Unfounded): _____

Other Action Suggested: ✓

Demotion & Transfer

☐ The Disciplinary Board, in its recommendation for termination of the employment for the above named deputy feels that the deputy has or could in the future become a liability to the Sheriff's Office and in the violations of the policy and procedure manual, was not acting with the best interest of the Sheriff's Office, his own, or fellow employees' best interest in mind.

☐ The Disciplinary Board, in its recommendation for the suspension of employment for the above named deputy, feels that the deputy, even with the violation of policy and procedure, does not need termination at this point. The Disciplinary Board feels that although the Deputy may not have acted in the best interest of the Sheriff's Office or the other employees of the Sheriff's Office, that a suspension, for a period to be decided on by the Sheriff is the correct disciplinary action for said deputy and violation.

Disciplinary Review Board Members:

Sign _____ Sign _____ Sign _____

Capt. Chris Cobb Capt. Mitch Legendre

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
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DISCIPLINARY BOARD
FINDINGS AND RECOMMENDATIONS

TO: SHERIFF TIMOTHY R. SOIGNET
FROM: T.P.S.O. Disciplinary Board
REF TO: Neal Blades
DATE: 08/02/2023

FINDINGS

On, August 2, 2023, the Terrebonne Parish Sheriff's Office Disciplinary Board convened on the above mentioned employee on the following allegation(s):

1- 2.04-1.11- Conduct Unbecoming

2- 2.04-3.1- Respect for Fellow Officers & Employees

3- 2.04-3.4- Cooperating With Other Agencies

4- 3.10- Workplace Harassment

5- 3.09- Insubordination

The board reviewed the allegation(s) on the above named Deputy for the violation on the Sheriff's Office Policy and Procedure Manual as mentioned above. It is the opinion on the disciplinary board that the above named Deputy DID violate the below mentioned policies or procedures of the Terrebonne Parish Sheriff's Office.

1- 2.04 1.11 Conduct unbecom
2- 2.04 3.1 Respect for fellow Offic
3- 2.04 3.4 Cooperating w/ other Agen
4- 3.10 Workplace Harrassment
5-

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

RECOMMENDATION

Termination: _____

Suspension: _____ Begin: _____ End: _____

Disciplinary Letter: _____ By Sheriff: _____ Supervisor: _____

Verbal Reprimand: _____ By Board: _____ Supervision: _____

Transfer: ✓ From: _____

To: _____

Payment of Deductible for at Fault Accident: _____

No Action Taken (Complaint Not Sustained/Unfounded): _____

Other Action Suggested: _____

transfer

☐ The Disciplinary Board, in its recommendation for termination of the employment for the above named deputy feels that the deputy has or could in the future become a liability to the Sheriff's Office and in the violations of the policy and procedure manual, was not acting with the best interest of the Sheriff's Office, his own, or fellow employees' best interest in mind.

☐ The Disciplinary Board, in its recommendation for the suspension of employment for the above named deputy, feels that the deputy, even with the violation of policy and procedure, does not need termination at this point. The Disciplinary Board feels that although the Deputy may not have acted in the best interest of the Sheriff's Office or the other employees of the Sheriff's Office, that a suspension, for a period to be decided on by the Sheriff is the correct disciplinary action for said deputy and violation.

Disciplinary Review Board Members:

Sign Sign Sign

Capt Mitch Lecompte

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

ORDER TO GIVE STATEMENT IN A PERSONNEL INVESTIGATION

Name: Russell Madere
Position: Captain
Time:
Date: 08/02/2023

This Department is conduction a personnel investigation into the allegation of misconduct. The allegation is concerning:

2.04-1.11- Conduct Unbecoming
2.04-3.1- Respect for Fellow Officer & Employee
2.04-3.4- Cooperating With Other Agencies
3.10- Workplace Harassment

I am hereby ordering you to answer questions and make a written/tape recorded statement regarding the full extent of your participation in or knowledge of the events associated with the alleged:

You will be expected to reveal every relevant fact which either directly or indirectly relates to this inquiry whether such fact occurred before July 1, 2020, or after such date.

The questions to be asked of you will be specifically, directly, and narrowly relating to your duties as a public employee and officer of the law in this parish.

I want to advise you, Russell Madere that you have all of the rights and privileges guaranteed to you by the laws of the State of Louisiana, the Constitution of this State and of the United States, including the right to be represented by counsel at this investigation, (we will postpone this proceeding for a reasonable period of time if you want to have an attorney present), and the right to remain silent, thus refusing to answer the question addressed to you and to make the written statement as ordered, although you may be subjected to disciplinary action, up to and including indefinite suspension/or termination for insubordination and for failure to cooperate in a departmental investigation as required by the Terrebonne Parish Sheriff's Office Rules and Regulations under the General Order section, pages 74-A and 74-F, in failing and refusing to answer material and relevant questions and make a written statement relating to the performance of your duties as a Law Enforcement Officer of the Parish of Terrebonne.

I further advise you that any answer you may provide to the questions asked or any written statement given by you in this matter in response to this order, or any information of evidence which is gained by reason of said answers or written statement may not be used against you in any criminal proceedings since this is a civil personnel investigation for the two fold purpose of maintaining departmental discipline and preserving the public trust in this department.

Timothy R. Soignet, Sheriff
Parish of Terrebonne

I have received and read the foregoing "warning" given to me by the Sheriff.

Date: 8-2-23 Time: 0953 HRS

Employee: [signature]

I will obey the direct order of the Sheriff and will answer questions and make a written/tape recorded statements specifically, directly, and narrowly relating to the performance of my official duties as a Deputy Sheriff of the Parish of Terrebonne as above described.

Date: 8-2-23 Time: 0953 HRS

Employee: [signature]

I will **NOT** obey the direct order of the Sheriff and answer questions and make a written statement specifically, directly, and narrowly relating to the performance of my official duties as a Deputy Sheriff of the Parish of Terrebonne as above described.

Date:_____ Time:_____

Employee:_____

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

ORDER TO GIVE STATEMENT IN A PERSONNEL INVESTIGATION

Name: Michael Navarre
Position: Senior Agent
Time:
Date: 08/02/2023

This Department is conduction a personnel investigation into the allegation of misconduct. The allegation is concerning:

2.04-2.3- Truthfulness
2.04-1.11- Conduct Unbecoming
2.04-3.1- Respect for Fellow Officer & Employee
2.04-3.4- Cooperating With Other Agencies
3.10- Workplace Harassment

I am hereby ordering you to answer questions and make a written/tape recorded statement regarding the full extent of your participation in or knowledge of the events associated with the alleged:

You will be expected to reveal every relevant fact which either directly or indirectly relates to this inquiry whether such fact occurred before July 1, 2020, or after such date.

The questions to be asked of you will be specifically, directly, and narrowly relating to your duties as a public employee and officer of the law in this parish.

I want to advise you, Michael Navarre that you have all of the rights and privileges guaranteed to you by the laws of the State of Louisiana, the Constitution of this State and of the United States, including the right to be represented by counsel at this investigation, (we will postpone this proceeding for a reasonable period of time if you want to have an attorney present), and the right to remain silent, thus refusing to answer the question addressed to you and to make the written statement as ordered, although you may be subjected to disciplinary action, up to and including indefinite suspension/or termination for insubordination and for failure to cooperate in a departmental investigation as required by the Terrebonne Parish Sheriff's Office Rules and Regulations under the General Order section, pages 74-A and 74-F, in failing and refusing to answer material and relevant questions and make a written statement relating to the performance of your duties as a Law Enforcement

I further advise you that any answer you may provide to the questions asked or any written statement given by you in this matter in response to this order, or any information of evidence which is gained by reason of said answers or written statement may not be used against you in any criminal proceedings since this is a civil personnel investigation for the two fold purpose of maintaining departmental discipline and preserving the public trust in this department.

Timothy R. Soignet, Sheriff
Parish of Terrebonne

I have received and read the foregoing "warning" given to me by the Sheriff.

Date: 8-2-2023 Time: 0819

Employee: Michael Navarre

I will obey the direct order of the Sheriff and will answer questions and make a written/tape recorded statements specifically, directly, and narrowly relating to the performance of my official duties as a Deputy Sheriff of the Parish of Terrebonne as above described.

Date: 8-2-2023 Time: 0819

Employee:

I will **NOT** obey the direct order of the Sheriff and answer questions and make a written statement specifically, directly, and narrowly relating to the performance of my official duties as a Deputy Sheriff of the Parish of Terrebonne as above described.

Date:_____ Time:_____

Employee:_____

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

ORDER TO GIVE STATEMENT IN A PERSONNEL INVESTIGATION

Name: Neal Blades
Position: Major
Time:
Date: 08/02/2023

This Department is conduction a personnel investigation into the allegation of misconduct. The allegation is concerning:

3.09-Insubordination
2.04-1.11- Conduct Unbecoming
2.04-3.1- Respect for Fellow Officer & Employee
2.04-3.4- Cooperating With Other Agencies
3.10- Workplace Harassment

I am hereby ordering you to answer questions and make a written/tape recorded statement regarding the full extent of your participation in or knowledge of the events associated with the alleged:

You will be expected to reveal every relevant fact which either directly or indirectly relates to this inquiry whether such fact occurred before July 1, 2020, or after such date.

The questions to be asked of you will be specifically, directly, and narrowly relating to your duties as a public employee and officer of the law in this parish.

I want to advise you, Neal Blades that you have all of the rights and privileges guaranteed to you by the laws of the State of Louisiana, the Constitution of this State and of the United States, including the right to be represented by counsel at this investigation, (we will postpone this proceeding for a reasonable period of time if you want to have an attorney present), and the right to remain silent, thus refusing to answer the question addressed to you and to make the written statement as ordered, although you may be subjected to disciplinary action, up to and including indefinite suspension/or termination for insubordination and for failure to cooperate in a departmental investigation as required by the Terrebonne Parish Sheriff's Office Rules and Regulations under the General Order section, pages 74-A and 74-F, in failing and refusing to answer material and relevant questions and make a written statement relating to the performance of your duties as a Law Enforcement

I further advise you that any answer you may provide to the questions asked or any written statement given by you in this matter in response to this order, or any information of evidence which is gained by reason of said answers or written statement may not be used against you in any criminal proceedings since this is a civil personnel investigation for the two fold purpose of maintaining departmental discipline and preserving the public trust in this department.

Timothy R. Soignet, Sheriff
Parish of Terrebonne

I have received and read the foregoing "warning" given to me by the Sheriff.

Date: 2 Aug 23 Time: 1115 AM

Employee: _____

I will obey the direct order of the Sheriff and will answer questions and make a written/tape recorded statements specifically, directly, and narrowly relating to the performance of my official duties as a Deputy Sheriff of the Parish of Terrebonne as above described.

Date: 2 Aug 23 Time: 1115 AM

Employee: _____

I will **NOT** obey the direct order of the Sheriff and answer questions and make a written statement specifically, directly, and narrowly relating to the performance of my official duties as a Deputy Sheriff of the Parish of Terrebonne as above described.

Date: _____ Time: _____

Employee: _____

Terrebonne Parish Sheriff's Office
Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax (985) 857-0274

JULY 27, 2023

TO: BOOKKEEPING

FROM: SHERIFF TIM SOIGNET

REF: ADMINISTRATIVE LEAVE
MAJOR NEAL BLADES

Please be advised that effective immediately, Thursday, July 27, 2022, Major Neal Blades will be placed Administrative Leave pending an internal affairs investigation.

Sheriff Tim Soignet

WITH PAY
BH

TRS/bjh

Terrebonne Parish Sheriff's Office
Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

JULY 27, 2023

TO: BOOKKEEPING

FROM: SHERIFF TIM SOIGNET

REF: ADMINISTRATIVE LEAVE
LT. MICHAEL NAVARRE

Please be advised that effective immediately, Thursday, July 27, 2022, Lt. Michael Navarre will be placed Administrative Leave pending an internal affairs investigation.

Sheriff Tim Soignet

WITH PAY
BH

TRS/bjh

Terrebonne Parish Sheriff's Office
Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

JULY 27, 2023

TO: BOOKKEEPING

FROM: SHERIFF TIM SOIGNET

REF: ADMINISTRATIVE LEAVE
CAPTAIN RUSSELL MADERE

Please be advised that effective immediately, Thursday, July 27, 2022, Captain Russell Madere will be placed Administrative Leave pending an internal affairs investigation.

Sheriff Tim Soignet

WITH PAY
BJ

TRS/bjh

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

Timothy R. Soignet, Sheriff
Terrebonne Parish Sheriff's Office
P.O. Drawer 1670
Houma, LA 70361

Ref: Michael Navarre
Date: 08/03/2023

I Timothy R. Soignet, Sheriff, Terrebonne Parish, after reviewing the findings and recommendations of the disciplinary board, do find just cause to suspend/terminate the employment of the above mentioned employee. The suspension/termination is based on the following allegations of violations of Sheriff's Office Policy and Procedure:

1.2.04-1-11- Conduct Unbecoming

2.3.02-3.1- respect for Fellow Officers & Employees

3.3.10- Workplace Harassment

4.

Suspension _____ days

Beginning _____ Ending _____

Termination: ☐, Date:

I do not feel at this time that there should be any suspension/termination of the employment of the above named employee and recommend the following disciplinary action to be taken:

Letter of Reprimand:

Verbal Reprimand by Board/Supervisor:

Transfer: ☒ From: **Narcotics**, To: Uniform Patrol/Criminal Patrol

Payment of deductible for at fault accident in Sheriff's Office unit: ☐

No action (complaint non-sustained or unfounded): ☐

_____

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

Timothy R. Soignet, Sheriff
Terrebonne Parish Sheriff's Office
P.O. Drawer 1670
Houma, LA 70361

Ref: Russell Madere
Date: 08/03/2023

I Timothy R. Soignet, Sheriff, Terrebonne Parish, after reviewing the findings and recommendations of the disciplinary board, do find just cause to suspend/terminate the employment of the above mentioned employee. The suspension/termination is based on the following allegations of violations of Sheriff's Office Policy and Procedure:

1. 2.04-1.11- Conduct Unbecoming

2.2.04-3.1- Respect for Fellow Officers & Employees

3.3.10- Workplace Harassment

4.2.04-3.4- Cooperating With Other Agencies

Suspension _____ days

Beginning _____ Ending _____

Termination: ☐, Date:

I do not feel at this time that there should be any suspension/termination of the employment of the above named employee and recommend the following disciplinary action to be taken:

Letter of Reprimand:

Verbal Reprimand by Board/Supervisor:

Transfer: ☒ From: **Narcotics**, To: Traffic Domestic 1ST CT

Payment of deductible for at fault accident in Sheriff's Office unit: ☐

No action (complaint non-sustained or unfounded): ☐

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

Timothy R. Soignet, Sheriff
Terrebonne Parish Sheriff's Office
P.O. Drawer 1670
Houma, LA 70361

Ref: Neal Blades
Date: 08/03/2023

I Timothy R. Soignet, Sheriff, Terrebonne Parish, after reviewing the findings and recommendations of the disciplinary board, do find just cause to suspend/terminate the employment of the above mentioned employee. The suspension/termination is based on the following allegations of violations of Sheriff's Office Policy and Procedure:

1. 2.04-1.11- Conduct Unbecoming

2.2.04-3.1- Respect for Fellow Officers & Employees

3.3.10- Workplace Harassment

4.2.04-3.4- Cooperating With Other Agencies

Suspension _____ days

Beginning _____ Ending _____

Termination: ☐, Date:

I do not feel at this time that there should be any suspension/termination of the employment of the above named employee and recommend the following disciplinary action to be taken:

Letter of Reprimand:

Verbal Reprimand by Board/Supervisor:

Transfer: ☒ From: **Narcotics**, To: Temporarily Civil Seizure Demoted Reprimand

Payment of deductible for at fault accident in Sheriff's Office unit: ☐

No action (complaint non-sustained or unfounded): ☐

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer [illegible]
Houma, LA 70363
Phone: [illegible]
Fax: [illegible]

August 7, 2023

TO: Bookkeeping

FROM: Sheriff Tim Soignet

REF: Major Neal Blades
Transfer/Reduction in Rank

Please be advised that effective, Monday, August 7, 2023, Major Neal Blades will be transferred from the Narcotics Division to the Warrants Division under the command of Captain Thomas Glover. He will be demoted to the rank of Captain. His pay will remain the same as present. He will be placed back on full duty from administrative leave.

Sheriff Tim Soignet

TRS/bjh

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone: (985) 876-2500
Fax: (985) 857-0274

August 7, 2023

TO: Bookkeeping

FROM: Sheriff Tim Soignet

REF: Lieutenant Michael Navarre
Transfer/Reduction in Rank

Please be advised that effective, Monday, August 7, 2023, Lt. Michael Navarre will be transferred from the Narcotics Division to Uniform Patrol/ Criminal Patrol under the command of Major Brian Charpentier. He will be demoted to the rank of Sergeant. His pay will reflect Lieutenant Base with a $200.00 a month Stipend ($3400 month). He will be placed back on full duty from administrative leave.

Sheriff Tim Soignet

TRS/bjh

Terrebonne Parish Sheriff's Office

Timothy Soignet, Sheriff

P.O. Drawer 1670
Houma, LA 70361
Phone (985) 876-2500
Fax (985) 857-0274

August 7, 2023

TO: Bookkeeping

FROM: Sheriff Tim Soignet

REF: Captain Russell Madere
Transfer/Reduction in Rank

Please be advised that effective, Monday, August 7, 2023, Captain Russell Madere will be transferred from the Narcotics Division to the Training Division under the command of Captain Tim Lucas . He will be demoted to the rank of 1st Lieutenant. His pay will remain the same as present. He will be placed back on full duty from administrative leave.

Sheriff Tim Soignet

TRS/bjh

Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Rules of Conduct	**Policy Number:** 2.04
Issue Date:	**Revision Date:**
Approval Authority Title and Signature:	

POLICY:

Employees of Terrebonne Parish Sheriff's Office and Terrebonne Parish Criminal Justice Complex conduct themselves professionally and responsibly at all times in order to uphold the trust and confidence placed in them by the community.

DISCUSSION:

A key ingredient of the law enforcement service we provide is maintaining the trust and confidence of the residents that we serve. We recognize that officers and employees of Terrebonne Parish Sheriff's Office are *high profile* members of our community, and as such are subject to constant scrutiny. As a result, officers and employees must always strive to set an exemplary model of citizenship. This often means using restraint, avoiding conflict, and working well with the public.

For purposes of this policy, the use of such terms *officers, employees, members, or associates*, applies to all employees of Terrebonne Parish Sheriff's Office.

PROCEDURES:

General Guidelines:
Employees follow both the spirit and content of the rules and policies established by this agency, and encourage compliance by fellow officers and employees. Command and supervisory staff are the role models and are expected to demonstrate leadership and set exemplary standards.

Section One - Obedience to Orders, Rules, & Laws:

1.1 Obedience to Rules of Conduct

All sworn and civilian employees are governed by the following general rules of conduct. Violations of any of these rules are considered sufficient cause for disciplinary action up to and including dismissal.

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contained throughout this publication.

given him by a superior officer or employee, the officer or employee receiving the order shall respectfully point this out to the superior officer or employee who gave the second order. If the superior officer or employee giving the second order does not change the order in a way that eliminates the conflict, the second order stands and is the responsibility of the second superior officer or employee. If the second superior officer or employee so directs, the second order is obeyed first. Orders are countermanded when necessary for the good of the agency, and accomplishment of the mission.

1.9 Duty to Read, Understand, and Comply With Orders

Failure to read and comply with laws, rules and regulations, general and special orders, policies and procedures of the agency, or written or verbal orders of a supervisor is prohibited. It *is neglect of duty* to fail to inquire of a supervisor the meaning or application of any directive, policy and procedure, or order that is not clearly understood.

1.10 Issuance of Orders

Orders from supervisors to subordinates are addressed in professional, clear, understandable *English*; civil in tone, and manner; and, issued in pursuit of official business.

1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

a. Fraud in securing employment;
b. Filing a false, incomplete, or misleading report or record;
c. Giving a knowingly false or misleading location, description of event, or other information during a radio, telephone, or verbal report;
d. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea *of no lo contendere* to either;
e. Misuse of government funds or property;
f. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;
g. Reporting to work or working under the influence of alcohol or substances that impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
h. Instigation of, participation in, or leadership of a *strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out*, or any other interference

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with normal, efficient workflow;

i. Concealment or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the Terrebonne Parish Sheriff's Office;
j. Engaging in infamous, notorious, or disgraceful conduct that adversely affects the Terrebonne Parish Sheriff's Office legitimate interests;
k. Collecting a debt or conducting private business while on-duty or assigned to duty;
l. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior toward other employees or government officials;
m. Fighting; or
n. Such other conduct that the Sheriff deems detrimental to the operations of TPSO.

Section Two - Attention to Duty:

2.1 ~~Performance of Duty~~

Officers and employees are to be attentive to their duties at all times, and perform all duties ascribed to them even if such duties are not specifically assigned to them in any rules or procedures.

2.2 ~~Duty of Supervisors~~

Supervisors enforce the ethics, codes, rules, regulations, policies, and procedures of the agency. They do not permit or otherwise fail to prevent, violations of these important documents and practices. They take immediate action to correct deficiencies, or report violations to their immediate superiors without delay. When possible, they actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

2.3 Truthfulness

Officers and employees will not knowingly give any false or misleading information concerning the duties, responsibilities, or actions of the agency or any member thereof, nor withhold any information that is their duty to report, nor falsify any official documents.

2.4 ~~Conduct and Behavior~~

Officers and employees, whether on-duty or off-duty, follow the exemplary and reasonable rules of good conduct and behavior and will not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession, the agency. Officers and employees follow established procedures in carrying out their duties as law enforcement officers and

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the Terrebonne Parish Sheriff's Office for private gain or advantage is prohibited.

2.31 Bulletin Boards

Employees and officers will regularly read and comply with notices posted on official bulletin boards maintained at the direction of the Sheriff.

2.32 Refrained From Conducting Personal Business While On-Duty

Employees may not conduct personal business while on-duty without prior approval from their supervisor.

2.33 Use of Tobacco Products

Use of tobacco products while in any Terrebonne Parish Sheriff's Office building, vehicle, or at any time while in personal contact with the public is prohibited.

2.34 Harassment Reporting & Protection From Retaliation

Persons reporting any form of harassment, discrimination, or unethical conduct are protected to the full extent allowed by law. No employee or officer reporting legitimate harassment, discrimination or unwarranted conduct will be subject to retaliation in any form.

Section Three - Cooperation with Fellow Employees & Agencies:

3.1 Respect for Fellow Officers & Employees

Employees and officers treat other employees or officers with respect, as they would prefer to be treated. Each member of Terrebonne Parish Sheriff's Office is courteous, civil, and respectful of their superiors and work associates.

Command and supervisory personnel support subordinates in their actions and orders when they can do so reasonably. They avoid censuring subordinates in the presence of others and may not injure or discredit those under their authority by intentional or abusive conduct. This does not prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining, or criticizing is most effective if done positively and constructively in an appropriate setting.

3.2 Supporting Fellow Employees

Employees and officers must cooperate, support, and assist each other at every opportunity. Employees may not maliciously criticize the work or the manner of performance of another. It is the duty of every officer and employee to refrain

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from originating or circulating any malicious gossip to the intended detriment of the agency or any member thereof.

3.3 Case or Operations Interference

Officers and employees may not interfere with cases assigned to others without receiving clearance from the officer to which the case is assigned or as directed by a supervisor. Should interference occur, the assigned officer must submit a written report to his/her immediate supervisor.

3.4 Cooperation with Other Agencies

Officers and employees of the agency must cooperate with all governmental agencies by providing whatever aid or information such agencies are legally entitled to receive. Any doubts will be passed to a supervisor for approval, before cooperation is rendered.

3.5 Disclosing Information Relating to Law Enforcement Activities

Discussion of operations and official business of the agency is prohibited outside of those authorized individuals that have a *need to know*.

3.6 Misconduct Known to Personnel

Failure to correct and report an employee's violation of a law, rule or regulation, policy or procedure, or a general or special order is prohibited. Reports are made to the next level supervisor, unless the supervisor is known or suspected to be involved in the alleged misconduct.

Section Four - Restrictions on Behavior:

4.1 Interfering with Private Business

Employees of the agency will not interfere with the lawful business of any person.

4.2 Use of Intimidation

Officers and employees may not use their official positions to interfere, intimidate, or support persons engaged in a civil controversy.

4.3 Soliciting and Accepting Gifts and Gratuities

Unless approved in writing by the Sheriff, officers and employees of the agency will not solicit or accept any *reward, gratuity, gift, or compensation* for services performed as a result of their relationship with the agency. This *restriction*

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Insubordination	**Policy Number:** 3.09
Issue Date:	**Revision Date:**
Approval Authority **Title and Signature:**	

POLICY:

Employees of Terrebonne Parish Sheriff's Office understand the command and rank structure of the agency, and carry out their duties and responsibilities with a positive attitude, as directed by their supervisors, within policy guidelines. Any form of insubordination, unless otherwise justified, is not tolerated, and is subject to disciplinary action.

DEFINITION:

- ***Chain of Command*** - A system whereby authority passes down from the top through a series of leadership positions or ranks in which each is accountable to the one directly superior.

- ***Insubordination*** - Any act of defiance, disobedience, dissension, or resistance to authority or instruction.

PROCEDURES:

General Guidelines:
The organizational structure of the Terrebonne Parish Sheriff's Office lists the Sheriff as the leading authority within the chain of command. This authority is delegated downward to the next level of authority and continues throughout the *chain of command* to the lowest level. In accordance with this structure employees will:

1. Follow orders and instructions issued by supervisory personnel, in a timely and efficient manner;
2. Exceptions to item 1 above are, only if the order or instructions violate:
    a. The constitutional rights of others,
    b. Policies & Procedures of the agency,
    c. The code of ethics, and/or
    d. Safety or health of the officer, employee, or others;
3. Respond in a professional manner to instructions;

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4. Consistently demonstrate respect for those appointed to positions above them, and fellow officers and employees; &
5. Not use profane or obscene language toward any supervisor, public official, or individual appointed over them.

Disciplinary Action:
Violations of this policy, as with other policies are prejudicial to good order and discipline, and like other policy violations, will be dealt with immediately by the observing supervisor. This action may range from a verbal warning to immediate relief of duty and placement on administrative leave, with a referral to next higher supervisor for additional action.

Supervisor Responsibilities:
Instances of insubordination are fully documented by the observing supervisor and an *incident report* is submitted to the next higher supervisor.

Supervisors are instructed to be observant to insubordination expressed towards another supervisor, when it occurs *behind the back of* the intended recipient. In such instances the observing supervisor is required to take immediate corrective action.

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Rules of Conduct	**Policy Number:** 2.04
Issue Date:	**Revision Date:**
Approval Authority **Title and Signature:**	

POLICY:

Employees of Terrebonne Parish Sheriff's Office and Terrebonne Parish Criminal Justice Complex conduct themselves professionally and responsibly at all times in order to uphold the trust and confidence placed in them by the community.

DISCUSSION:

A key ingredient of the law enforcement service we provide is maintaining the trust and confidence of the residents that we serve. We recognize that officers and employees of Terrebonne Parish Sheriff's Office are *high profile* members of our community, and as such are subject to constant scrutiny. As a result, officers and employees must always strive to set an exemplary model of citizenship. This often means using restraint, avoiding conflict, and working well with the public.

For purposes of this policy, the use of such terms *officers, employees, members, or associates*, applies to <u>all employees</u> of Terrebonne Parish Sheriff's Office.

PROCEDURES:

General Guidelines:
Employees follow both the spirit and content of the rules and policies established by this agency, and encourage compliance by fellow officers and employees. Command and supervisory staff are the role models and are expected to demonstrate leadership and set exemplary standards.

Section One - Obedience to Orders, Rules, & Laws:

1.1 <u>Obedience to Rules of Conduct</u>

All sworn and civilian employees are governed by the following general rules of conduct. Violations of any of these rules are considered sufficient cause for disciplinary action up to and including dismissal.

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given him by a superior officer or employee, the officer or employee receiving the order shall respectfully point this out to the superior officer or employee who gave the second order. If the superior officer or employee giving the second order does not change the order in a way that eliminates the conflict, the second order stands and is the responsibility of the second superior officer or employee. If the second superior officer or employee so directs, the second order is obeyed first. Orders are countermanded when necessary for the good of the agency, and accomplishment of the mission.

1.9 Duty to Read, Understand, and Comply With Orders

Failure to read and comply with laws, rules and regulations, general and special orders, policies and procedures of the agency, or written or verbal orders of a supervisor is prohibited. It *is neglect of duty* to fail to inquire of a supervisor the meaning or application of any directive, policy and procedure, or order that is not clearly understood.

1.10 Issuance of Orders

Orders from supervisors to subordinates are addressed in professional, clear, understandable *English*; civil in tone, and manner; and, issued in pursuit of official business.

1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

a. Fraud in securing employment;
b. Filing a false, incomplete, or misleading report or record;
c. Giving a knowingly false or misleading location, description of event, or other information during a radio, telephone, or verbal report;
d. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea *of no lo contendere* to either;
e. Misuse of government funds or property;
f. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;
g. Reporting to work or working under the influence of alcohol or substances that impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
h. Instigation of, participation in, or leadership of a *strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out*, or any other interference

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with normal, efficient workflow;

i. Concealment or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the Terrebonne Parish Sheriff's Office;
j. Engaging in infamous, notorious, or disgraceful conduct that adversely affects the Terrebonne Parish Sheriff's Office legitimate interests;
k. Collecting a debt or conducting private business while on-duty or assigned to duty;
l. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior toward other employees or government officials;
m. Fighting; or
n. Such other conduct that the Sheriff deems detrimental to the operations of TPSO.

Section Two - Attention to Duty:

2.1 Performance of Duty

Officers and employees are to be attentive to their duties at all times, and perform all duties ascribed to them even if such duties are not specifically assigned to them in any rules or procedures.

2.2 Duty of Supervisors

Supervisors enforce the ethics, codes, rules, regulations, policies, and procedures of the agency. They do not permit or otherwise fail to prevent, violations of these important documents and practices. They take immediate action to correct deficiencies, or report violations to their immediate superiors without delay. When possible, they actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

2.3 Truthfulness

Officers and employees will not knowingly give any false or misleading information concerning the duties, responsibilities, or actions of the agency or any member thereof, nor withhold any information that is their duty to report, nor falsify any official documents.

2.4 Conduct and Behavior

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Workplace Harassment	**Policy Number:** 3.10
Issue Date: 4-3-23	**Revision Date:**
Approval Authority Title and Signature:	

POLICY:

Employees strive to maintain and promote a productive working environment free of harassing or disruptive conduct. All employees promptly correct and/or report to management any harassment, disruptive, or inappropriate conduct.

No form of harassment or discrimination is tolerated, including harassment because of, or by inappropriately emphasizing an individual's *race, national origin, religion, disability, pregnancy, age, military status, gender,* or *sex*.

DEFINITIONS:

- ***Harassment, harass, harassed, harassing, harasses*** - 1. To irritate or torment persistently. 2. To wear out; exhaust. 3. To impede and exhaust an adversary with repeated attacks or raids.

- ***Sexual harassment*** - Unwanted and offensive sexual advances or sexually derogatory or discriminatory remarks, as those made by an employer to an employee, employee to employer, or employee to employee, or the creation of a sexually objectionable environment.

- ***Workplace*** *also* ***work place*** - 1. A place, such as an office or a factory, where people are employed. 2. The work setting in general. 3. For law enforcement this includes any area, place, or when and where on duty, to include authorized secondary employment where the officer is performing security or law enforcement services, or any activity taken in the course of employment or under the color of law.

- ***Supervisor*** - Any person empowered to make economic decisions or decisions affecting the terms, privileges or conditions of employment for other employees under his/her control.

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PROCEDURE:

Sexual Harassment:
Although no form of harassment or discrimination is to be tolerated, *sexual harassment* is also specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. When submission to or rejection of such conduct is made a term or condition of employment (expressly or implicitly), or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment, disciplinary action will be taken.

Sexually harassing conduct includes, but is not limited to the following actions:

1. Unwelcome sexual flirtations, propositions, offensive touching, or comments on a person's physical characteristics;
2. Verbal abuse of a sexual nature to include:

    a. Repetitive use of offensive words of a sexual nature describing body parts or a sexual act; or,
    b. Telling suggestive ("dirty") stories.

3. Conversation between employees about subjects which are sexual in nature and perceived as offensive;
4. Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject of a sexual nature which can be perceived as offensive; or
5. Retaliation against employees for complaining about sexually harassing behavior.

Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

Other Forms of Harassment:
Forms of harassment or discrimination other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

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Reporting Requirement:

1. Any employee, who believes that he or she has been subjected to unlawful or inappropriate harassment or discrimination, or has witnessed such conduct while on the job, *must* immediately report the incident to his or her supervisor.

2. If the supervisor is the subject of the alleged complaint, or *if for any reason* the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Sheriff's assistant.

3. In the event the employee alleges that the Sheriff's assistant is the subject of the complaint, the report will be made directly to the Sheriff.

4. In the case the Sheriff is the subject of the complaint, the report will be made to the Public Integrity Division.

5. If the employee is unsatisfied with the response at any level, the employee may request the decision be reviewed at the next higher level.

6. In the event the alleged offender is a *detainee, trustee,* or *inmate* under the control of the Sheriff or State corrections authorities, the offended inmate's supervisor, will take immediate action to stop the harassment action, and report the matter to the controlling agency authority.

Retaliation:

Retaliation is forbidden. The Sheriff does not tolerate any form of retaliation against employees availing themselves of the responsibility to report harassment. The reporting requirement should not be construed, however, as preventing, limiting, or delaying the Terrebonne Parish Sheriff's Office from taking disciplinary action against any individual, up to and including termination.

This agency does not permit or condone any acts of retaliation against anyone who files legitimate harassment complaints or cooperates in the investigation of such complaints.

Investigation of Complaints:

All reported incidents of harassment alleged against an officer, employee, or authorized visitor to the agency are timely investigated by the Public Integrity Division or the Sheriff's designee.

Complaints against fellow employees are treated *confidentially* to the extent that a thorough investigation reasonably allows. Statements of the complaining party and key

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witnesses are completed on official *witness statement* forms, signed, and witnessed. Prior to any signing, each complainant, witness, or subject of an investigation are reminded of the perjury laws of the state, and the consequences of filing a false report. Any individual determined to be a *criminal suspect* is read their *Miranda Warning*, prior to any interrogation.

Disciplinary Action:
A violation of this policy may be grounds for disciplinary action, including but not limited to *warning, suspension, discharge, demotion, transfer,* or *probation*. The Sheriff may also impose other remedial actions including but not limited to *counseling, training, treatment, placing of conditions on continued employment,* and *criminal referral.*

If it is concluded that a complaint or report of harassment was intentionally or knowingly false or that information provided in an investigation was intentionally or knowingly false, the individual(s) providing such false complaint, report, or information are subject to disciplinary action, and possible criminal charges for *filing a false or misleading police report* or *official document*.

Training:
In compliance of R.S.42:342-42:343 requirements, all Terrebonne Parish Sheriff' Office employees are required to complete annual harassment training. Documentation for completion by each employee is maintained by the Training Department of the Sheriff's Office. All Terrebonne Parish Sheriff's Office Supervisors are required to complete an additional course in harassment training. Documentation for completion is maintained by the Training Department of the Terrebonne Parish Sheriff's Office.

Reporting:
Annual harassment reporting in compliance with R.S. 42:344 are maintained and reported annually by the Human Resource Department of the Terrebonne Parish Sheriff's Office. Due date for the report is February 1, annually. A copy is also provided to the Chief Financial Officer for audit reporting and compliance.

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Workplace Harassment	**Policy Number:** 3.10
Issue Date: 4-3-23	**Revision Date:**
Approval Authority Title and Signature:	

POLICY:

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DEFINITIONS:

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5. If the employee is unsatisfied with the response at any level, the employee may request the decision be reviewed at the next higher level.

6. In the event the alleged offender is a *detainee, trustee,* or *inmate* under the control of the Sheriff or State corrections authorities, the offended inmate's supervisor, will take immediate action to stop the harassment action, and report the matter to the controlling agency authority.

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Workplace Harassment	**Policy Number:** 3.10
Issue Date: 4-3-23	**Revision Date:**
Approval Authority Title and Signature:	

POLICY:

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- ***Sexual harassment*** - Unwanted and offensive sexual advances or sexually derogatory or discriminatory remarks, as those made by an employer to an employee, employee to employer, or employee to employee, or the creation of a sexually objectionable environment.

- ***Workplace*** *also* ***work place*** - 1. A place, such as an office or a factory, where people are employed. 2. The work setting in general. 3. For law enforcement this includes any area, place, or when and where on duty, to include authorized secondary employment where the officer is performing security or law enforcement services, or any activity taken in the course of employment or under the color of law.

- ***Supervisor*** - Any person empowered to make economic decisions or decisions affecting the terms, privileges or conditions of employment for other employees under his/her control.

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PROCEDURE:

Sexual Harassment:

Although no form of harassment or discrimination is to be tolerated, *sexual harassment* is also specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. When submission to or rejection of such conduct is made a term or condition of employment (expressly or implicitly), or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment, disciplinary action will be taken.

Sexually harassing conduct includes, but is not limited to the following actions:

1. Unwelcome sexual flirtations, propositions, offensive touching, or comments on a person's physical characteristics;
2. Verbal abuse of a sexual nature to include:

    a. Repetitive use of offensive words of a sexual nature describing body parts or a sexual act; or,
    b. Telling suggestive ("dirty") stories.

3. Conversation between employees about subjects which are sexual in nature and perceived as offensive;
4. Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject of a sexual nature which can be perceived as offensive; or
5. Retaliation against employees for complaining about sexually harassing behavior.

Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

Other Forms of Harassment:

Forms of harassment or discrimination other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

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Reporting Requirement:

1. Any employee, who believes that he or she has been subjected to unlawful or inappropriate harassment or discrimination, or has witnessed such conduct while on the job, *must* immediately report the incident to his or her supervisor.

2. If the supervisor is the subject of the alleged complaint, or *if for any reason* the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Sheriff's assistant.

3. In the event the employee alleges that the Sheriff's assistant is the subject of the complaint, the report will be made directly to the Sheriff.

4. In the case the Sheriff is the subject of the complaint, the report will be made to the Public Integrity Division.

5. If the employee is unsatisfied with the response at any level, the employee may request the decision be reviewed at the next higher level.

6. In the event the alleged offender is a *detainee, trustee,* or *inmate* under the control of the Sheriff or State corrections authorities, the offended inmate's supervisor, will take immediate action to stop the harassment action, and report the matter to the controlling agency authority.

Retaliation:

Retaliation is forbidden. The Sheriff does not tolerate any form of retaliation against employees availing themselves of the responsibility to report harassment. The reporting requirement should not be construed, however, as preventing, limiting, or delaying the Terrebonne Parish Sheriff's Office from taking disciplinary action against any individual, up to and including termination.

This agency does not permit or condone any acts of retaliation against anyone who files legitimate harassment complaints or cooperates in the investigation of such complaints.

Investigation of Complaints:

All reported incidents of harassment alleged against an officer, employee, or authorized visitor to the agency are timely investigated by the Public Integrity Division or the Sheriff's designee.

Complaints against fellow employees are treated *confidentially* to the extent that a thorough investigation reasonably allows. Statements of the complaining party and key

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witnesses are completed on official *witness statement* forms, signed, and witnessed. Prior to any signing, each complainant, witness, or subject of an investigation are reminded of the perjury laws of the state, and the consequences of filing a false report. Any individual determined to be a *criminal suspect* is read their *Miranda Warning*, prior to any interrogation.

Disciplinary Action:
A violation of this policy may be grounds for disciplinary action, including but not limited to *warning, suspension, discharge, demotion, transfer,* or *probation*. The Sheriff may also impose other remedial actions including but not limited to *counseling, training, treatment, placing of conditions on continued employment,* and *criminal referral.*

If it is concluded that a complaint or report of harassment was intentionally or knowingly false or that information provided in an investigation was intentionally or knowingly false, the individual(s) providing such false complaint, report, or information are subject to disciplinary action, and possible criminal charges for *filing a false or misleading police report* or *official document*.

Training:
In compliance of R.S.42:342-42:343 requirements, all Terrebonne Parish Sheriff' Office employees are required to complete annual harassment training. Documentation for completion by each employee is maintained by the Training Department of the Sheriff's Office. All Terrebonne Parish Sheriff's Office Supervisors are required to complete an additional course in harassment training. Documentation for completion is maintained by the Training Department of the Terrebonne Parish Sheriff's Office.

Reporting:
Annual harassment reporting in compliance with R.S. 42:344 are maintained and reported annually by the Human Resource Department of the Terrebonne Parish Sheriff's Office. Due date for the report is February 1, annually. A copy is also provided to the Chief Financial Officer for audit reporting and compliance.

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Terrebonne Parish Sheriff's Office
Law Enforcement
Policies and Procedures

Subject: Use of Force & Deadly Force	Policy Number: 5.01
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Human life is sacred. Protecting innocent human life is the most important mission of Terrebonne Parish Sheriff's Office. Apprehending non-violent suspects and criminals is less important than protecting innocent human life, including the protection of the officer's own life.

Officers maintain a constant readiness and ability to act in instances where, in *their perception*, the use of force or deadly force may be appropriate. By maintaining readiness and capacity, officers reduce the likelihood of opposition and of the actual need for a forceful response of any kind. While *officer discretion* is critical, the need for accountability and control of enforcement activities is necessary to limit abuses of authority. Officers only use the amount of force reasonably necessary to protect life and enforce the law under guidelines established by the Constitution of the United States, the Constitution of this State, established state and federal law, and as articulated in this policy and procedures manual.

DEFINITIONS:

- ***Authorized weapon*** - A weapon approved by the agency and sanctioned for use by its officers. No weapon is authorized for carry or use by an officer unless the agency expressly approves it and the officer has demonstrated proficiency with the weapon type in accordance with agency guidelines.

- ***Auxiliary weapons of availability*** - An officer may become separated from their agency issued firearm or intermediate weapons. Should this occur, the officer might have access to a *weapon of opportunity*, including but not limited to a flashlight, citation holder, handcuffs, or any object that could be used as a weapon in the defense of self or another.

- ***Baton or expandable baton*** - An impact weapon capable of inflicting bodily injury by striking with a portion of the weapon. Only batons authorized by the agency are carried or used. Carrying or using saps, *Billy clubs*, or *slapjacks* is prohibited.

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- ***Chemical weapon*** - Weapons capable of temporarily incapacitating a person through the controlled release of some chemical irritant or agent.

- ***Certification with weapon*** - Officer has demonstrated proficiency with a particular weapon, and been tested in its safe care and use. The officer is thereby authorized to carry and use this weapon in the performance of his/her official duties regardless of whether the officer is on-duty or off-duty. Without such certification, the officer may not carry or use this or a similar weapon.

- ***Deadly force*** - An action, with or without the use of a weapon, intended to cause death or serious bodily injury or the use of any object in a manner intended to cause death or serious bodily injury.

- ***Electronic Control Device [ECD]*** - Devices and weapons that use short bursts of electrical energy to temporarily incapacitate a person without the intent of causing death or serious bodily injury. The device may work by touching the combative individual with electrical probes or by shooting electrical probes from a handheld device. This includes remotely activated custody control belt or similar device.

- ***Exigent circumstances*** - Conditions that are of such urgency and seriousness as to justify a warrantless entry, search, or seizure by officers.

- ***Firearm*** - Any device designated, made, or adapted to expel a projectile through a barrel by using energy generated by rapidly expanding gases or any device readily convertible to that use; including all handguns, rifles, and shotguns.

- ***Force, non-deadly force, or less-lethal force*** - Actions not calculated under the circumstances to cause death or serious bodily injury.

- ***Knife*** - Any edged weapon that is designed to inflict serious bodily injury or death by stabbing, cutting, slicing, whether legal or illegal, and including swords, daggers, axes, hatchets, etc.

- ***Lateral vascular neck restraint [LVNR]*** - A method or manner of restraining or controlling a person by physically restraining the person's neck from behind. The technique involves the initial restraint of a person through contact and control methods which may ultimately be used to incapacitate the person by rendering the person temporarily unconscious where the person refuses to submit to lesser levels of control.

- ***Less than lethal or intermediate weapons*** - Procedures or weapons designed to provide *force,* but usually *less than deadly force. Less than lethal* is sometimes referred to as *less-lethal* or *non-deadly force.* Regardless of the name, officers know that any force, especially when applied under dangerous, tense, uncertain,

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given him by a superior officer or employee, the officer or employee receiving the order shall respectfully point this out to the superior officer or employee who gave the second order. If the superior officer or employee giving the second order does not change the order in a way that eliminates the conflict, the second order stands and is the responsibility of the second superior officer or employee. If the second superior officer or employee so directs, the second order is obeyed first. Orders are countermanded when necessary for the good of the agency, and accomplishment of the mission.

1.9 Duty to Read, Understand, and Comply With Orders

Failure to read and comply with laws, rules and regulations, general and special orders, policies and procedures of the agency, or written or verbal orders of a supervisor is prohibited. It *is neglect of duty* to fail to inquire of a supervisor the meaning or application of any directive, policy and procedure, or order that is not clearly understood.

1.10 Issuance of Orders

Orders from supervisors to subordinates are addressed in professional, clear, understandable *English*; civil in tone, and manner; and, issued in pursuit of official business.

1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

a. Fraud in securing employment;
b. Filing a false, incomplete, or misleading report or record;
c. Giving a knowingly false or misleading location, description of event, or other information during a radio, telephone, or verbal report;
d. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea *of no lo contendere* to either;
e. Misuse of government funds or property;
f. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;
g. Reporting to work or working under the influence of alcohol or substances that impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
h. Instigation of, participation in, or leadership of a *strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out*, or any other interference

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and rapidly evolving situations, may cause harm, serious bodily harm, or death, despite the best intentions of the officer.

- ***Physical strength and skill*** - Any physical actions by one or more officers (e.g., holding, restraining, pushing, and pulling) which may include special skills (e.g., boxing, karate, and judo) but do not include the use of *deadly force* or any weapon.

- ***Probable cause*** - Sufficient reason, based upon known facts, to believe a crime has been committed or that certain property is connected with a crime. Probable cause must exist for a law enforcement officer to make an arrest without a warrant, search without a warrant, or seize property in the belief the items were evidence of a crime. *Probable cause* is often subjective, but if the officer's belief or even hunch was correct, finding stolen goods, the hidden weapon, or drugs may be claimed as self-fulfilling proof of probable cause. Technically, probable cause has to exist prior to arrest, search, or seizure.

- ***Serious bodily injury*** - Harm that creates substantial risk of death, serious permanent disfigurement, or loss or impairment of any body function or organ.

PROCEDURES:

Levels of Use of Force:
Use of force or deadly force is controlled by the basic elements of a *reasonable officer's perception* and a *reasonable officer's response*. Officers may use only the level of force that is reasonably necessary to stop the perceived threat.

To better understand and explain *use of force* and force issues, officer *perceptions* and officer *force options* are illustrated in the *Response to Resistance Ladder* that is located on the last page of this policy. This chart illustrates five levels of *perception* and five corresponding levels of *response*. Officers must be familiar with, and know how to apply and explain this *ladder*. Refer to the *Response to Resistance Ladder*, at the end of this policy.

Officer's general perception and corresponding force options are:

- **Level 1 – (Compliant)** The suspect is perceived by the officer to be *compliant*. The appropriate level of response is *cooperative controls*, including *officer presence, hand signals, verbal commands and instructions, light touching* or *patting*, etc. In other words cooperation at this level is a *two way street*.

- **Level 2 – (Passively Resistant)** The suspect is perceived by the officer to be passively *resistant*. The appropriate level of response is *contact controls*, including *strong or forceful soft hand, hand and arm holds, pressured physical movement of the suspect, removal*, etc.

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- **Level 3 – (Actively Resistant)** The suspect is perceived by the officer to be *actively resistant*. The appropriate response is *compliance techniques*. This is the threshold for any reasonable officer to consider this suspect to be a potential threat to himself, the officer, or other citizens. Compliance techniques may include *all reasonable* means to cause the *suspect to comply as soon as reasonably possible*. These techniques may include *use of chemical weapons, ECDs, use of restraints, forced movement, forcing a suspect's limbs behind his back, forcing a suspect down on the floor or against a wall,* or *using other forms of rough physical force,* etc. Once suspects are perceived as actively *resistant*, officers should not relax care until the subject is fully secured.

- **Level 4 – (Assaultive & A Threat to Bodily Harm)** The suspect is perceived by the officer to be *assaultive* and *a threat to bodily harm*. The appropriate level of response is immediate *defensive tactics*. The original assaultive behavior may have been directed at a fellow suspect, apparent victim, or the officer. *Defensive tactics* may include *impact weapons, hard fist, Lateral Vascular Neck Restraint(LVNR)* [if the officer is trained and has demonstrated proficiency in its use], or *any other reasonable means available* and at hand to stop the aggression, defend against the attack, and bring the suspect into compliance. It is contemplated and understood that reasonable officers, while employing defensive tactics, may cause injury, serious injury, and in some isolated instances, death without intending such consequences.

- **Level 5 – (Assaultive & Serious Threat of Bodily Harm or Death)** The suspect is perceived by the officer to be *assaultive – serious bodily harm or death*. The appropriate level of response is *deadly force*. Deadly force includes firearms, knives, or any other means immediately available that a reasonable officer, in the same circumstance, would consider as potentially causing death or serious bodily injury.

Tactics, Applications, & Officer's Perceptions:

- **Level 1 – (Compliant) No or Slight Apparent Potential for Harm**

  Arrival & Presence: Officer present at the scene. This includes proper voice and/or other identification, body language, and awareness by the subject that he is dealing with an officer of the law. This may also include presence of the officer's vehicle, seeing the officer in his uniform, hearing officer identification, etc. A reasoning person seeing and hearing these things will normally alter their behavior and respond to the officers instructions.

  Interview Stance: The officer adopts a stance outside his danger zone that provides appropriate protection and forms the basis of an effective physical response if attacked.

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- **Level 2 – (Passively Resistant) Moderate Potential for Physical Harm**

  Dialogue Between Parties: A two way, controlled, non-emotional communications between the officer and the subject, aimed at a problem identification and/or resolution.

  Verbal Direction: Officer asks, advises, or commands subject to engage in, or refrain from, a specific action or non-action.

  Soft Hand Techniques: Officer may choose to employ some assistance in movement, compliance, or removal from the immediate scene.

- **Level 3 – (Actively Resistant) Moderate Potential for Physical Harm**

  Restraint Devices: Mechanical tools used to restrict a subject's movement and facilitate searching such as: handcuffs, flex cuffs, leg irons, belly chains, optional nylon restraining devices etc.

  Chemical Agents Individual Protection Devices: CS/OC spray agent used to subdue or bring a subject into compliance.

  Electronic Control Device: Is a Level 3 application of force, when properly employed. Such devices will *not be* used on persons suspected of having implanted medical devices such as pacemakers, pumps, timed medication dispensers, etc.

  Transporters: Techniques used to control and/or move a subject from point A to point B with the minimum effort by the officer or to gain and retain control over the subject.

  Takedown: Techniques that redirect a subject to the ground in a controlled manner to limit physical resistance and to facilitate the application of a restraint device, and to prevent intentional injury to the subject.

  Pain Compliance: Techniques designed to force a subject to comply with an officer, as a result of the officer inflicting controlled pain upon specific points in the subject's body such as pressure point techniques.

- **Level 4 – (Assaultive & A Threat to Bodily Harm) Serious Potential for Physical Harm**

  Incapacitation: Techniques intended to stun or render a subject temporarily unconscious. These techniques may be an impact weapon, such as a strike to a major nerve area, or lateral vascular neck restraint.

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Intermediate Weapon: Impact weapons that are primarily used to control a subject such as a baton, expandable baton, and/or agency canine.

Lateral Vascular Neck Restraint: Should only be applied when other take-down and restraint procedures have failed. As with other Level 4 devices and techniques, only officers trained and practiced in the technique should attempt to apply it.

- **Level 5 – (Assaultive & Serious Threat of Bodily Harm or Death) High Potential for Great Bodily Harm or Death**

Deadly Force: Techniques and implements that by their very nature are known to cause death or serious injury. To employ deadly force officers must perceive that an imminent threat to their life or the life of another is present.

Firearm Special Munitions: Special munitions fired, launched, or discharged from a service handgun, shoulder weapon, or vehicle mounted weapon constitute a Level 5 application of the use of force, and must be used with extreme care. Although often referred to as *less-lethal*, officers know that the *less* refers to *less chance of causing death or serious bodily injury.* Special munitions rounds must not be deliberately fired or thrown at the face, chest, neck, or spine of any individual unless deadly force is justified [For more information See: Policy 05.03 Special Munitions – Distraction Devices, & 05.04 Special Munitions – Less Lethal].

It is important to remember that almost all incidents faced by officers are not scripted, easy to understand, or predictable as to outcome. Officers use their best effort to determine the threat level and apply the corresponding response. Time permitting, officers must use care in evaluating a suspect's actions and perceived threat level. If there is reasonable doubt and time permits, seek assistance before acting. Justification for the use of force and deadly force must be limited to what is *known or reasonably perceived* by the officer at the time of the incident. Facts unknown at the time force is used should not be considered later to determine whether the force was justified.

Officers may not intentionally use more force than is necessary and reasonable under the circumstances. Officers may never use force in response to mere verbal provocation or abusive language directed at the officer. Officers must never use deadly force, except to protect his/her life, or the life of other human being.

Application of Use of Force & Deadly Force:
Application of *deadly force* and *force* are authorized by a peace officer only to achieve the following lawful objectives:

1. To defend self, or others against serious threats of serious bodily injury or death;

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2. To stop dangerous felony flight, where there is serious imminent risk to the public of death or serious bodily injury;
3. To prevent roaming at large by obviously mad or vicious animals; to relieve animals so badly injured that it cannot reasonably survive from injuries causing prolonged suffering; &
4. To stop imminent damage to or theft of property, which by its removal or damage seriously threatens the life or safety of others.

Only when there is a reasonable expectation that altered or damaged property may place others in imminent risk of death or serious bodily injury is the application of *deadly force* appropriate to protect property. Some examples of the use of deadly force to protect property are stopping a suspect from setting a fire, or throwing a bomb; preventing serious damage to a bridge; stopping sabotage to railroad tracks; or deterring the use or theft of what appears to be a weapon of mass destruction, bomb, or other military equipment.

Application of *force* but not *deadly force* is authorized by a peace officer only to achieve the following lawful objectives:

1. To preserve the peace;
2. To defend themselves or others against unlawful violence;
3. To prevent the commission of self-inflicted injury or suicide by any person;
4. To make lawful arrests or searches; to overcome resistance to such arrests or searches; and to prevent escape from custody;
5. To prevent or interrupt an intrusion on, or interference with the lawful possession of property; &
6. To prevent roaming at large by obviously mad or vicious animals, or to relieve animals so badly injured that it cannot reasonably survive from injuries causing prolonged suffering.

Before using any physical force against a suspect beyond Level I officers must:

1. Have *probable cause* to arrest that suspect;
2. Time permitting and if it is safe to do so:
    a. Identify himself as a peace officer;
    b. State his intentions to arrest; &
    c. State the reason for the arrest.

The amount and degree of force officers may use to achieve an objective takes into consideration the following issues:

1. Nature and seriousness of the offenses committed by the suspect;
2. The threat posed to other persons or the general public if the suspect's behavior continues;
3. Nature and seriousness of the risk of injury to the officer or others;
4. Age, physical condition, and behavior of the suspect;

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5. Relevant actions by any third parties;
6. Physical conditions (e.g., visibility) at the scene;
7. Feasibility and availability of alternative actions; &
8. Opportunity and actual ability of the suspect to injure the officer, himself, or others.

Before officers use force (but not deadly force) when protecting a person from self-inflicted bodily injury [suicide attempt] or from uncontrollable circumstances, the officer must consider other available alternatives to protect that person from harm.

Officers may use unauthorized objects as weapons, or use weapons in unauthorized manners if emergency circumstances make it necessary to protect human life and prevent serious injury.

Officers may draw and ready any authorized weapons for use only when they reasonably anticipate that they may have to use such weapon(s). This does not require officers to use the weapons.

Use of Non-Deadly Force:
Officers use physical strength and skill, restraint devices, chemical weapons, electronic weapons, or impact weapons to apply non-deadly force only.

Officers have no obligation to *retreat* or *back down* before resorting to approved use of force, including deadly force. Officers may consider retreat or withdrawal where delay could make a more peaceable arrest, or stop, likely if such tactics would not increase risk to self or others. In some cases, an increased show of force may reduce the amount of force necessary to accomplish the officer's objective.

Officers may not attempt to affect arrests alone if there is substantial risk to self from the arrestee or another party unless there are no available reasonable alternatives.

Officers use handcuffs or other restraining devices on all arrestees unless it is obviously unnecessary or impractical (e.g. the elderly, young juveniles, amputees, crippled, injured, or other applicable subjects). Officers must take reasonable precautions to protect arrestees from injury caused by handcuffs or other restraining devices. Only restraining devices and techniques approved by the agency may be used.

Officers may use chemical weapons for self-protection, or to subdue a person unlawfully resisting arrest. Any person upon whom a chemical weapon has been used must be treated or decontaminated for exposure to the chemical agent as soon as practical and thereafter monitored for possible latent effects.

Officers may use approved electronic weapons in accordance with this policy. An electronic weapon is only to be used to protect persons from assault or to subdue persons unlawfully resisting arrest.

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In incidents involving the use of force, all officers assist in every way possible with the investigation. Any report required by this policy receives executive review in an effort to:

1. Protect the integrity of the facts and the evidence;
2. Ensure that the officer's use of force complied with all appropriate state and federal laws, and agency policy;
3. Determine if the officer's use of force indicates a need for special counseling, training, or disciplinary action;
4. Determine whether the situation requires further action; &
5. Evaluate the need for additional or future training.

Reporting Requirements:
The Sheriff must be notified immediately when any type of deadly force is used and there are resulting *serious physical injuries or death.*

Each officer who witnessed the incident or responded to the scene must complete a written report.

The officer(s) who actually used or employed the deadly force will be relieved of duty at the scene, and follow-up action handled in accordance with post-shooting procedures. Refer to 04.22 Post-Shooting Incident.

All reports completed by the officers using force, other officers or witnesses must include the following:

1. A description of the events leading to the use of force or deadly force;
2. The original offense or *probable cause* for the stop or action;
3. An accurate description of the incident and reasons for employing force;
4. A description of the weapon or device used and the manner in which it was used;
5. A description of the injuries suffered, and the treatment given or received;
6. A list of all participants and witnesses to the incident; &
7. A copy of all incident reports compiled because of the incident.

The Sheriff formalizes criteria for reporting incidents. Reports of all injuries are filed in the central file and the employee's personnel record.

Allegations Against Staff:
The Division Commander or Public Integrity Division investigates all allegations of improper use of force & deadly force, after notifying the Sheriff. In cases where possible criminal acts are involved, the appropriate law enforcement agency or prosecutor office must be notified.

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Rules of Conduct	**Policy Number:** 2.04
Issue Date:	**Revision Date:**
Approval Authority **Title and Signature:**	

POLICY:

Employees of Terrebonne Parish Sheriff's Office and Terrebonne Parish Criminal Justice Complex conduct themselves professionally and responsibly at all times in order to uphold the trust and confidence placed in them by the community.

DISCUSSION:

A key ingredient of the law enforcement service we provide is maintaining the trust and confidence of the residents that we serve. We recognize that officers and employees of Terrebonne Parish Sheriff's Office are *high profile* members of our community, and as such are subject to constant scrutiny. As a result, officers and employees must always strive to set an exemplary model of citizenship. This often means using restraint, avoiding conflict, and working well with the public.

For purposes of this policy, the use of such terms *officers, employees, members, or associates*, applies to all employees of Terrebonne Parish Sheriff's Office.

PROCEDURES:

General Guidelines:
Employees follow both the spirit and content of the rules and policies established by this agency, and encourage compliance by fellow officers and employees. Command and supervisory staff are the role models and are expected to demonstrate leadership and set exemplary standards.

Section One - Obedience to Orders, Rules, & Laws:

1.1 Obedience to Rules of Conduct

All sworn and civilian employees are governed by the following general rules of conduct. Violations of any of these rules are considered sufficient cause for disciplinary action up to and including dismissal.

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given him by a superior officer or employee, the officer or employee receiving the order shall respectfully point this out to the superior officer or employee who gave the second order. If the superior officer or employee giving the second order does not change the order in a way that eliminates the conflict, the second order stands and is the responsibility of the second superior officer or employee. If the second superior officer or employee so directs, the second order is obeyed first. Orders are countermanded when necessary for the good of the agency, and accomplishment of the mission.

1.9 Duty to Read, Understand, and Comply With Orders

Failure to read and comply with laws, rules and regulations, general and special orders, policies and procedures of the agency, or written or verbal orders of a supervisor is prohibited. It *is neglect of duty* to fail to inquire of a supervisor the meaning or application of any directive, policy and procedure, or order that is not clearly understood.

1.10 Issuance of Orders

Orders from supervisors to subordinates are addressed in professional, clear, understandable *English*; civil in tone, and manner; and, issued in pursuit of official business.

1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

a. Fraud in securing employment;
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d. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea *of no lo contendere* to either;
e. Misuse of government funds or property;
f. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;
g. Reporting to work or working under the influence of alcohol or substances that impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
h. Instigation of, participation in, or leadership of a *strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out*, or any other interference

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with normal, efficient workflow;

i. Concealment or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the Terrebonne Parish Sheriff's Office;
j. Engaging in infamous, notorious, or disgraceful conduct that adversely affects the Terrebonne Parish Sheriff's Office legitimate interests;
k. Collecting a debt or conducting private business while on-duty or assigned to duty;
l. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior toward other employees or government officials;
m. Fighting; or
n. Such other conduct that the Sheriff deems detrimental to the operations of TPSO.

Section Two - Attention to Duty:

2.1 Performance of Duty

Officers and employees are to be attentive to their duties at all times, and perform all duties ascribed to them even if such duties are not specifically assigned to them in any rules or procedures.

2.2 Duty of Supervisors

Supervisors enforce the ethics, codes, rules, regulations, policies, and procedures of the agency. They do not permit or otherwise fail to prevent, violations of these important documents and practices. They take immediate action to correct deficiencies, or report violations to their immediate superiors without delay. When possible, they actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

2.3 Truthfulness

Officers and employees will not knowingly give any false or misleading information concerning the duties, responsibilities, or actions of the agency or any member thereof, nor withhold any information that is their duty to report, nor falsify any official documents.

2.4 Conduct and Behavior

Officers and employees, whether on-duty or off-duty, follow the exemplary and reasonable rules of good conduct and behavior and will not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession, the agency. Officers and employees follow established procedures in carrying out their duties as law enforcement officers and

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the Terrebonne Parish Sheriff's Office for private gain or advantage is prohibited.

2.31 Bulletin Boards

Employees and officers will regularly read and comply with notices posted on official bulletin boards maintained at the direction of the Sheriff.

2.32 Refrained From Conducting Personal Business While On-Duty

Employees may not conduct personal business while on-duty without prior approval from their supervisor.

2.33 Use of Tobacco Products

Use of tobacco products while in any Terrebonne Parish Sheriff's Office building, vehicle, or at any time while in personal contact with the public is prohibited.

2.34 Harassment Reporting & Protection From Retaliation

Persons reporting any form of harassment, discrimination, or unethical conduct are protected to the full extent allowed by law. No employee or officer reporting legitimate harassment, discrimination or unwarranted conduct will be subject to retaliation in any form.

Section Three - Cooperation with Fellow Employees & Agencies:

3.1 Respect for Fellow Officers & Employees

Employees and officers treat other employees or officers with respect, as they would prefer to be treated. Each member of Terrebonne Parish Sheriff's Office is courteous, civil, and respectful of their superiors and work associates.

Command and supervisory personnel support subordinates in their actions and orders when they can do so reasonably. They avoid censuring subordinates in the presence of others and may not injure or discredit those under their authority by intentional or abusive conduct. This does not prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining, or criticizing is most effective if done positively and constructively in an appropriate setting.

3.2 Supporting Fellow Employees

Employees and officers must cooperate, support, and assist each other at every opportunity. Employees may not maliciously criticize the work or the manner of performance of another. It is the duty of every officer and employee to refrain

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from originating or circulating any malicious gossip to the intended detriment of the agency or any member thereof.

3.3 Case or Operations Interference

Officers and employees may not interfere with cases assigned to others without receiving clearance from the officer to which the case is assigned or as directed by a supervisor. Should interference occur, the assigned officer must submit a written report to his/her immediate supervisor.

3.4 Cooperation with Other Agencies

Officers and employees of the agency must cooperate with all governmental agencies by providing whatever aid or information such agencies are legally entitled to receive. Any doubts will be passed to a supervisor for approval, before cooperation is rendered.

3.5 Disclosing Information Relating to Law Enforcement Activities

Discussion of operations and official business of the agency is prohibited outside of those authorized individuals that have a *need to know.*

3.6 Misconduct Known to Personnel

Failure to correct and report an employee's violation of a law, rule or regulation, policy or procedure, or a general or special order is prohibited. Reports are made to the next level supervisor, unless the supervisor is known or suspected to be involved in the alleged misconduct.

Section Four - Restrictions on Behavior:

4.1 Interfering with Private Business

Employees of the agency will not interfere with the lawful business of any person.

4.2 Use of Intimidation

Officers and employees may not use their official positions to interfere, intimidate, or support persons engaged in a civil controversy.

4.3 Soliciting and Accepting Gifts and Gratuities

Unless approved in writing by the Sheriff, officers and employees of the agency will not solicit or accept any *reward, gratuity, gift, or compensation* for services performed as a result of their relationship with the agency. This *restriction*

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4. Consistently demonstrate respect for those appointed to positions above them, and fellow officers and employees; &
5. Not use profane or obscene language toward any supervisor, public official, or individual appointed over them.

Disciplinary Action:
Violations of this policy, as with other policies are prejudicial to good order and discipline, and like other policy violations, will be dealt with immediately by the observing supervisor. This action may range from a verbal warning to immediate relief of duty and placement on administrative leave, with a referral to next higher supervisor for additional action.

Supervisor Responsibilities:
Instances of insubordination are fully documented by the observing supervisor and an *incident report* is submitted to the next higher supervisor.

Supervisors are instructed to be observant to insubordination expressed towards another supervisor, when it occurs *behind the back of* the intended recipient. In such instances the observing supervisor is required to take immediate corrective action.

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Terrebonne Parish Sheriff's Office
Terrebonne Parish Criminal Justice Complex
Policies and Procedures

Subject: Insubordination	**Policy Number:** 3.09
Issue Date:	**Revision Date:**
Approval Authority **Title and Signature:**	

POLICY:

Employees of Terrebonne Parish Sheriff's Office understand the command and rank structure of the agency, and carry out their duties and responsibilities with a positive attitude, as directed by their supervisors, within policy guidelines. Any form of insubordination, unless otherwise justified, is not tolerated, and is subject to disciplinary action.

DEFINITION:

- ***Chain of Command*** - A system whereby authority passes down from the top through a series of leadership positions or ranks in which each is accountable to the one directly superior.
- ***Insubordination*** - Any act of defiance, disobedience, dissension, or resistance to authority or instruction.

PROCEDURES:

General Guidelines:
The organizational structure of the Terrebonne Parish Sheriff's Office lists the Sheriff as the leading authority within the chain of command. This authority is delegated downward to the next level of authority and continues throughout the *chain of command* to the lowest level. In accordance with this structure employees will:

1. Follow orders and instructions issued by supervisory personnel, in a timely and efficient manner;
2. Exceptions to item 1 above are, only if the order or instructions violate:
   a. The constitutional rights of others,
   b. Policies & Procedures of the agency,
   c. The code of ethics, and/or
   d. Safety or health of the officer, employee, or others;
3. Respond in a professional manner to instructions;

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